



The BSS School

Manual for Online Admission

Go to the link :

<https://50.116.42.106:8443/hrclIRP/ManageSchAdmApplicationFormadminAction.do?method=initializeschadmallink>

(the following screen will appear)

The BSS School
51 Gariahat Road, Kolkata 700019

Online Admission 2023-24

Pre-Primary / Primary / Secondary

❖ Select "**Primary**" (a new window will open and the following screen will appear)

The BSS School
51 Gariahat Road, Kolkata 700019

Online Admission 2023-24 Availability Dates

Class	From	To
Nursery	01/08/2022	16/08/2022

Proceed To Application Form

LOG IN TO PORTAL

Please Do not Pay the Application Fee for the second time if the Transaction Amount is Deducted once.
For any payment related Problems kindly email us at "info@thebssschool.com".
Please mention your Login ID, Applicant's Name, Father's Name, Mobile No and The Snapshot of Payment Details.

❖ Select "**Proceed To Application Form**" (a blank Form will be open as under and you have to fill-up the Application Form)

THE BSS SCHOOL

51 Gariahat Road, Kolkata 700019

Application Form for Session 2023-24

Personal Details

Student's Name*	:										
Admission To Class*	:	Select	DOB*	:		Age as on 31st March 2021	:	Y	M		
(As given in Municipal Certificate)											
Vernacular*	:	Select	Religion*	:	Humanity	Gender*	:	Female	Nationality*	:	Select
Student Picture*	:	Choose File	No file chosen	Picture size not exceeding 50 KB may be uploaded.				Aadhaar No.:			
School & Class in which candidate is studying at present :											
Name of the School :					Class :	Select	Parent as Ex-Student	:	<input type="checkbox"/>		

Brothers / sisters of student and school attended :

+ -									
Srl	Sel	Name of Sibling(s)	Relation	Code No	Age	Class	Section	Name of School	Other School

Health of the Candidate :

Blood Group*	:	Select	Physical Impairment If Any :		
History of Illness :			Major Operation If Any :		

Address Details :

Residential Address*	:			Pin*	:		Contact No. (SMS)*	:	
District*	:			Area*	:		City*	:	Select
Distance From School*	:	SELECT							
Parents*	:	BOTH							

Father's Details :

Father's Name *	:			Father's DOB *	:			
Weight (Kg) :		Height (Cm) :		Blood Group* :	SELECT			
Aadhaar No.* :			Academic Qualification* :	SELECT				
School :	College :			Occupation / Designation :	SELECT			
Company Name :	Address :							
Mobile *	:	Phone :			E-mail *	:		
Picture*	:	Choose File	No file chosen	Picture size not exceeding 50 KB may be uploaded.		Father Annual Income*	:	

Mother's Details :

Mother's Name *	:			Mother's DOB *	:			
Weight (Kg) :		Height (Cm) :		Blood Group* :	SELECT			
Aadhaar No.* :			Academic Qualification* :	SELECT				
School :	College :			Occupation / Designation :	SELECT			
Company Name :	Address :							
Mobile *	:	Phone :			E-mail *	:		
Picture*	:	Choose File	No file chosen	Picture size not exceeding 50 KB may be uploaded.		Mother Annual Income*	:	

Annual Family Income* : Guardian* : SELECT

Guardian's Details (Other Than Parents)

Relationship*	:		Guardian's Name :		
Academic Qualification :	SELECT		School :		
College :			Occupation / Designation :	SELECT	
Company Name :			Office Address :		
Mobile*	:		Phone (O) :		
E-mail*	:		Picture :	Choose File No file chosen	
Residential Address :			Guardian Annual Income*	:	

Contact Persons (In case of Emergency)

Name*	:		Relation*	:	
Mobile No.* :		Phone (O) :		Phone (R) :	
Doctor Name*	:		Phone (O) :		Phone (R) :
Mobile No.* :	:				

Show Interest in Others(Languages/Sports/Other Activities) :		
What would you like your child grow up to be? (Express in Brief)* :		

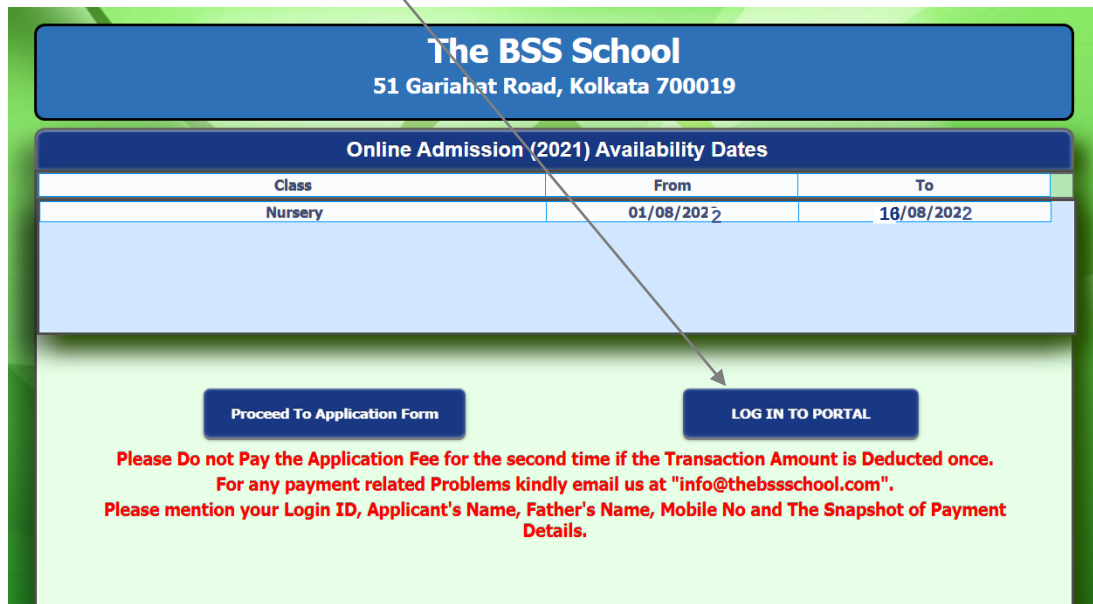
Login Details

Login Type :	SELECT	Login Id :		Password :	
SELECT					
FATHER MOBILE					
FATHER EMAIL					
MOTHER MOBILE					
MOTHER EMAIL					

Submit

❖ Fill-up this Form with 'Login Details' → "Submit"

- ❖ After successful submission of the above 'Application Form' the following screen will appear → Select "[Login To Portal](#)" → (A online payment gateway will open and you have to pay Rs.500/- as 'Registration Fee').



The BSS School
51 Gariahat Road, Kolkata 700019

Online Admission (2021) Availability Dates

Class	From	To
Nursery	01/08/2022	18/08/2022

[Proceed To Application Form](#) [LOG IN TO PORTAL](#)

Please Do not Pay the Application Fee for the second time if the Transaction Amount is Deducted once.
For any payment related Problems kindly email us at "info@thebssschool.com".
Please mention your Login ID, Applicant's Name, Father's Name, Mobile No and The Snapshot of Payment Details.

- ❖ After successful payment of the above Rs.500/- ('Registration Fee') you have to login with your 'Username' & 'Password'. (the following screen will appear)



THE BSS SCHOOL

Menu

- Home
- Logout
- Change Password
- Student Console

GreenCAMPUS

- ❖ Select "[Student Console](#)" → "[Parent Documents Upload](#)" (you have to upload the specified documents as mentioned).
- ❖ We will verify your documents and you can get an interview date in your mobile number.
- ❖ After successful interview is done and final selection you can get message for payment the "Admission Fees".

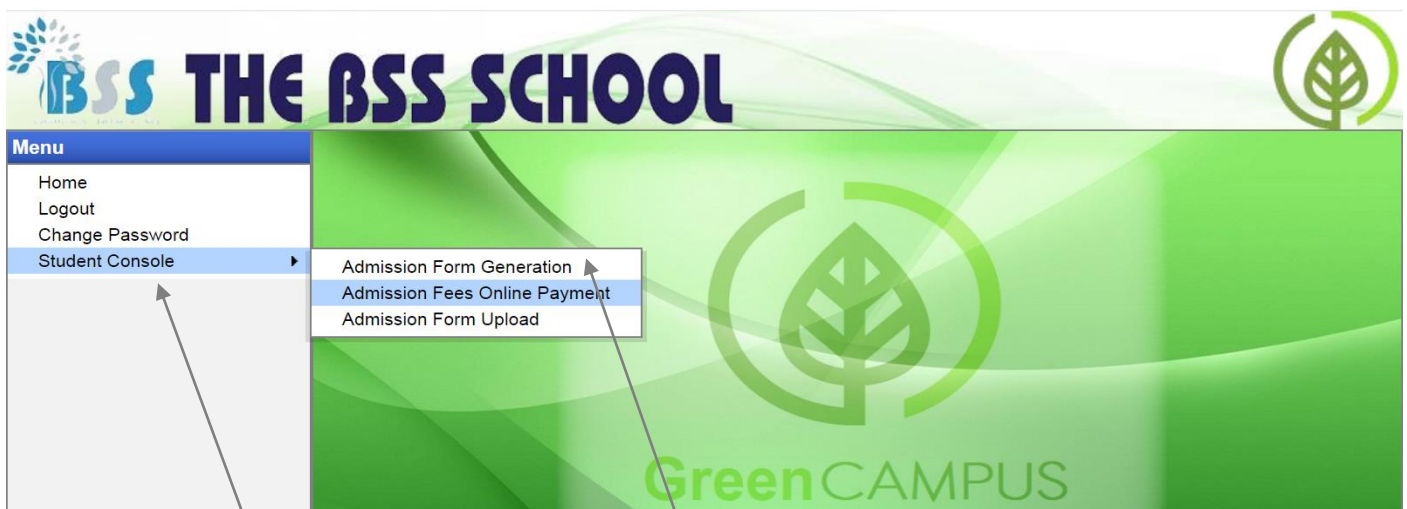
❖ Go to the student's portal, login with your 'Username' & 'Password'. (the following screen will appear)



❖ Select "[Student Console](#)" → "[Admission Fees Online Payment](#)"
(the following screen will appear)

The screenshot shows a form titled 'Admission Fees Payment'. It contains two rows of text: 'Admission Fees and Fees for 1st Three Months (In Rupees)' and 'Total Amount (In Rupees)', each followed by a colon and a text box containing 'XXXXXXX'. At the bottom right of the form are two buttons: 'Make Payment' and 'Close'. Arrows from the text below point to the first text box, the second text box, and the 'Make Payment' button.

❖ Total 'Admission Fees' with 1st three months fees will appear here → Click on "[Make Payment](#)" (a online payment gateway will be open and make payment like other online payment).
❖ After the above 'Admission Fees' payment go to the student's portal, login with your 'Username' & 'Password'. (the following screen will appear)



❖ Select "[Student Console](#)" → "[Admission Form Generation](#)" (the following screen will appear)



❖ Download the Admission Form & Fees Receipt → Print the Admission Form → Signature by Parent on the Admission Form → Finally upload the Admission Form in the portal in the following way.



- ❖ Select "[Student Console](#)" → "[Admission Form Upload](#)"
- ❖ Upload the signed Application Form & the admission process will be completed.

~: Thank You :~